

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
CAPITOL REGION MENTAL HEALTH CENTER  
JOB OPPORTUNITY  
MEDICAL RECORDS SUPERVISOR 1  
MEDICAL RECORDS DEPARTMENT

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Medical Records Department, 500 Vine Street, Hartford, CT

**Job Posting No:** CR-26895-1

**Hours:** 1<sup>ST</sup> Shift; Monday – Friday; 8:00 a.m. to 4:30 p.m. ~ 40 hours per week

**Salary Range:** (AR 23) \$64,284.00 to \$83,103.00 Annually

**Posting Time Frame:** October 17, 2014 to October 23, 2014

**Duties may include but not limited to:** Schedules, assigns, oversees and reviews work of staff; provides technical training and assistance in medical records procedures to subordinates and other hospital personnel; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; designs and supervises health care information systems monitored by comprehensive statistical reports, detailed medical record form design and thorough medical record quality control checks; ensures compliance with The Joint Commission standards; responds to court subpoenas and inquires for medical record information in accordance with state and federal confidentiality regulations and The Joint Commission standards, Medicare and/or Medicaid regulations, Public Health Code standards and other governing bodies; interprets and administers pertinent laws; maintains professional contacts with individuals both within and outside of state who might impact on record keeping activities; serves in a consultative role to medical professionals on proper methods of medical documentation; maintains various records and indices; performs related duties as required.

**General Experience and Training:** Seven (7) years of experience in the maintenance of medical records and preparation of statistical reports.

**Special Experience:** **1)** Two (2) years of the General Experience must have been at the level of a Medical Records Specialist 2 or its equivalent. **2)** Certification as a Registered Health Information Administrator (RHIA) **OR** Registered Health Information Technician (RHIT) will be required at the time of appointment to this class in accordance with the Accreditation Manual for Hospitals and the Joint Commission on Accreditation of Healthcare Organizations.

**Substitution Allowed:** College training in medical record administration may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

**To be considered for this position**, please complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application (CT-HR-12).

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**E-Mail:** [crmhcrecruitment@ct.gov](mailto:crmhcrecruitment@ct.gov) **OR Fax:** (860) 297-0931

**Ramona Sablón, Human Resources Specialist**  
**Capitol Region Mental Health Center – Human Resources Division**  
**500 Vine Street, Hartford, CT 06116**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (P-5)